



Bartholomew County Public Library

Circulation Policy

The Bartholomew County Public Library aims to support and empower the members of our community by curating and providing access to a variety of physical and digital collections.

This policy is intended to provide information for library patrons wishing to borrow items from library collections, and to communicate expectations related to their care and return. Anyone using a BCPL library card to borrow items is expected to abide by the guidelines laid out herein.

Abuse of this policy may result in the suspension of cardholder and/or library privileges.

Cardholder Privileges

BCPL cardholders in good standing are allowed to borrow materials from the library, as outlined in this policy. In general, patrons may check out up to 50 physical items at one time. These items may be a combination of books, audiobooks, and other materials in BCPL's collections, including DVDs, video games, and items from the Library of Things. Some library cards may provide additional benefits or be subject to additional restrictions on the type or number of physical items permitted to be checked out at once.

All library cards provide users full access to all the library's digital resources.

Library Card Eligibility

Individuals of all ages are eligible for a standard Bartholomew County Public Library card if they live at a Bartholomew County address or own real estate in Bartholomew County, or if they live in a county or library district with whom the library has a reciprocal borrowing agreement.

Additionally, students and teachers associated with public, parochial, or home schools in Bartholomew County or students taking college classes at a campus in Bartholomew County are eligible for a library card for the duration of their enrollment and/or employment.

Nonresidents may be eligible for a nonstandard library card, as outlined in the "Other Types of Cards" section below.

Card eligibility is subject to change as library policy is updated.

Applying for a Library Card

Standard Library Cards

Adults aged 18 and older applying in person must present current photo identification in order to register for a library card. Acceptable forms of photo identification are: drivers' license, state ID card, passport, military ID, school ID, or employment ID. These must not be expired and must include both name and photo.

Any adult eligible for a standard resident card may also choose to apply for a library card via the online application on the library's website. The online application uses software to verify residence and therefore card eligibility of applicants. Any patron who fails to be verified via the online application may visit the library to apply for a card in person as outlined above.

Children under the age of 13 may register for a child's library card in the presence of a parent, guardian, or other caregiver who can present photo identification and affirm that they are willing to take financial responsibility for the account. The co-registering adult will be listed on the child's account as part of the registration process and will assume full financial responsibility for any fees incurred on the account.

Children who are visiting the library independently or as part of a school group and are unable to register for a card with a caregiver or guardian may register for a Youth Access card, as outlined in the Other Cards section of this policy.

Teens age 13-17 may be issued a library card without a caregiver or guardian present. Teens who do not possess a form of photo ID do not need to present one; however, they must be able to provide an address and contact information for their account.

Other Types of Cards

Institutional Cards

Schools, daycares, residential care facilities, governmental agencies, and non-profit (501c3) organizations physically located within Bartholomew County are eligible for an institutional card. The individual completing the registration for an institutional card must be a manager, director, or similarly qualified individual representing the organization. The organization will be held financially responsible for all items charged to the account.

Teacher Cards

Classroom and home school teachers at a preschool, K-12, or college campus physically located within Bartholomew County are eligible for a teacher card. This card is meant to be used in support of school curriculum, and confers an increased borrowing limit of 100 items per card.

Youth Access Cards

Anyone under the age of 13 eligible for a resident or non-resident card may register for a Youth Access card in place of a regular, full-access card. No parent or guardian is required to be present to register for the account; however, checkout privileges will be limited to a total of 5 books / audiobooks out at one time. No DVDs, video games, kits, tablets, or other equipment from the Library of Things may be checked out.

Temporary Cards

Residents of Bartholomew County who do not reside at a permanent address are eligible for a temporary library card. Temporary cardholders are limited to a total of 5 books / audiobooks checked out at one time. No DVDs, video games, kits, tablets, or other equipment from the Library of Things may be checked out on a temporary card. Unlike other cards, temporary cards must be renewed every 30 days.

PLAC Cards

Residents or non-resident taxpayers of any participating Indiana public Library district who have a current Library card are eligible to purchase a Public Library Access Card. To purchase a PLAC card, these individuals must present current photo identification and identification stating their current address of residency in addition to their home Library card. After payment of the PLAC fee, a PLAC card and a BCPL card will be issued.

If an individual presents a PLAC card issued at another Library, a BCPL card may be issued upon presentation of current photo identification and identification stating their current address of residency. Cards will be issued only to the PLAC cardholder and expire one year from the date of purchase of the PLAC card.

Non-Resident Cards

Individuals living in a non-library taxing district may purchase a Non-Resident Card by paying the current non-resident fee. After paying this fee, non-resident cardholders have the same benefits as resident cardholders. Non-resident cards must be renewed every year.

Digital Access Cards

In some circumstances, Digital Access cards may be given to patrons in place of a regular, full-access card. The card provides access to all online and digital resources available from the Bartholomew County Public Library. No physical items may be checked out with a Digital Access Card.

Changes to Patron Registration

Patrons are expected to inform the library of any change in address or contact information associated with their accounts or the accounts of dependents for whom they are responsible. This ensures that the library can communicate with cardholders regarding their accounts, including providing notifications of overdue items, holds, bills, etc.

Patrons should report lost or stolen cards to the library immediately.

Library Card Renewal

Unless noted otherwise in this policy, library cards must be renewed every 3 years. To renew their card, patrons must confirm their registration information with a library staff member and make any necessary updates.

Expectations for Use of Library Materials

Use of a BCPL library card implies acceptance of and commitment to follow the rules and regulations laid out by the Bartholomew County Public Library, as outlined in this and other library policies.

Patrons are expected to keep library materials in clean and functional condition, and to use them as intended. Patrons are financially responsible for all materials checked out on their library card and may be charged replacement costs for lost or damaged materials.

The library assumes no liability for any damage caused by the use or misuse of any library materials.

Checkout Requirements

Patrons are expected to present a current library card in order to borrow materials. However, patrons may borrow materials without a library card, if they or a library staff member can verify their identity. Adult cardholders may present a photo ID in order to check out without their library card present. Teens and children under the age of 18 must be able to provide two pieces of identifying information (such as name and birthdate or phone number).

Patrons who have a library card in their possession are assumed to have the authority to use that library card.

Picking Up Holds For Another Patron

Patrons may pick up holds for other patrons if any of the following conditions are true:

- They present the library card associated with the account;
- They present the hold pickup notice;
- The patron is picking up holds for a dependent.

Circulation of Materials

To meet the various needs of Library patrons, Bartholomew County Public Library maintains circulating collections including books, magazines, audio books, DVDs, and various other materials in our Library of Things. The library also provides access to holds and interlibrary loan programs.

Limits

Standard cardholders may borrow up to 50 items from library collections at one time. Limits may be set on the number of items borrowed when materials are popular or in high demand, or on specific types of items within the collection. Limits may also apply to specific types of borrowers/cardholders, as outlined in the “Other Types of Cards” section of this policy.

Cardholders may be required to sign a waiver before borrowing specific items from the Library of Things.

Due Dates

Due date information is provided at checkout. The standard checkout period for items is 3 weeks, with exceptions for some item types. All materials are expected to be returned on time. If an item consists of multiple parts or items, these should all be returned together. Items returned with missing parts will not be checked in until all parts are returned or accounted for.

Renewals

All library materials may be renewed up to two times for a period of 21 days each, if there are no holds on the item. Items with a hold may not be renewed.

Holds

Holds may be placed on most items within the library’s collections. Magazines, electronic devices (eDevices) and items marked as Limited are non-holdable. Patrons will have 5 days after the hold is filled to pick up the item at the location they have requested. Patrons picking up items on the Bookmobile may have an extended pickup period to reflect the frequency of their Bookmobile stop.

Patrons may have up to 50 unfilled holds in the system. Holds may be placed in person, via the telephone, or via the online catalog/app.

Interlibrary Loans

Patrons may submit requests for items that we do not own using the interlibrary loan system. Once an interlibrary loan arrives at the library, the requesting patron will have 5 days to pick it up, as with normal holds. Interlibrary loans have a limited lending period of 14 days. There is no charge for interlibrary loans, but we reserve the right to limit the number of requests at any time.

Notices

The library will notify patrons of holds, upcoming due dates, overdue items, and charges applied to their account for lost or damaged items. Notices are sent as a courtesy via text or email, using the contact information provided in the patron's registration.

Failure to receive notices does not exempt patrons from the responsibility to pay for lost or damaged library materials.

Overdue, Lost, and Damaged Items

The library does not charge fines for items that are overdue or returned late. However, when an item is 21 days overdue, it will be considered lost and the patron's account will be charged with the replacement cost for the item. If the item is returned in good condition (even if it is late), the charge will be removed.

Replacement costs may also be charged for items that are returned damaged and/or missing parts. The library makes every effort to repair items when possible; however, if an item is damaged to the extent that it can no longer be circulated, the patron may be charged for the cost of replacement of the item and/or its missing parts.

Because we reserve the right to replace specific lost or damaged items with more up-to-date versions or formats based on library needs, BCPL does not accept replacement items in place of payment for lost or damaged items.

Payment of Fees

Patrons may pay for lost or damaged items at any library location using cash or check. Credit card payments may be made online on the library's website or via the library app. Once payment is made for a damaged item, the patron may keep that item if they choose. No refunds will be issued once a customer pays for a lost item even if the item is later found.

Any fees related to non-sufficient fund checks returned to the Library will be added to the customer's account.

Patrons may request that fees for lost or damaged items be reduced or waived in the case of significant financial hardship or catastrophic loss.

Suspension of Borrowing Privileges

The library reserves the right to suspend borrowing privileges when patrons abuse circulation policies.

Patrons may be suspended from further borrowing if they have a lost or damaged book on their account. Privileges will be reinstated once the item has been returned or paid for.

The library does consider individual circumstances, including financial hardship. If a patron has accepted responsibility for a lost or damaged item and begun to make payment, even if the item is not yet paid in full, privileges may be reinstated at the discretion of library staff.

Patron Privacy and Confidentiality

To protect the privacy of library patrons, the Library shall not disclose any Library record that identifies a person as having requested or obtained specific materials, information, services, or as otherwise having used the Library other than in the following situations:

- When issued with a valid subpoena or warrant;
- When requested by the parent or legal guardian of a minor;
- Upon written consent of the user.

Within these exceptions, only limited and precise information is disclosed to satisfy the specific need of the request.

Cardholders (except teacher cardholders) may have no more than 50 total items checked out at one time.

Certain item types may have different restrictions and limits.

Lending Periods, Limits, and Restrictions by Item Type

Item Type	Concurrent Checkout Limit	Hold Restrictions	Loan Period
Books, audiobooks, CDs, DVDs	50	None	21 days
Magazines	50	Non-holdable	21 days
Limited	50	Non-holdable	21 days
Videogames	2	None	21 days
Tablets & eDevices	2	Non-holdable	21 days
Tonie Figures	2	None	21 days
Kits	2	None	21 days
Other Library of Things Items*	50	None	21 days
Interlibrary Loan (all formats)	10	None	14 days

*Waiver may be required to check out certain items from the Library of Things.

Renewals

All items are renewable up to two times for 21 days each, if there are no holds on the items. Items with holds are not renewable.

Holds

All holds must be picked up within 5 days of becoming available. Holds that are not picked up will be returned to circulation and/or made available to the next waiting patron.

Library Card Exclusions

Residents of the following cities/counties are NOT eligible for a standard library card; however, they do have the option to purchase a PLAC or nonresident card at the Circulation Desk at the Columbus branch of the library.

County	City/Cities	Local libraries/sytems
Adams	Decatur	Adams Public Library System, Berne Public Library
Allen	Ft. Wayne	Allen County Public Library
Blackford	Hartford City	Hartford City Public Library
Boone	Zionsville	Hussey-Mayfield Memorial Public Library
Cass	Royal Center	Royal Center-Boone Township Public Library
Dekalb	Auburn	Eckhart Public Library
Delaware	Muncie, Yorktown	Muncie-Center Township Public Library, Yorktown Public Library
Elkhart	Goshen	Goshen Public Library
Franklin	Brookville	Franklin County Public Library District
Gibson	Oakland City	Oakland City - Columbia Township Public Library
Grant	Jonesboro, Fairmount, Lowell, Marion, Swayzee	Jonesboro Public Library, Fairmount Public Library, Matthews Public Library, Marion Public Library, Swayzee Public Library
Hamilton**	Carmel, Noblesville, Westfield	Carmel-Clay Public Library, Hamilton East Public Library, Westfield-Washington Public Library
Hancock	Greenfield	Hancock County Public Library
Hendricks	Avon, Brownsburg, Coatesville, Danville, Plainfield	Avon-Washington Township Public Library, Brownsburg Public Library, Coatesville-Clay Township Public Library, Danville-Center Township Public Library, Plainfield-Guilford Township Public Library
Henry	Middletown	Middletown Fall Creek Township Public Library
Howard	Kokomo	Kokomo-Howard Public Library
Huntington	Andrews, Huntington, Roanoke	Andrews-Dallas Township Public Library, Huntington City – Township Public Library, Roanoke Public Library

Jackson**	Brownstown	Brownstown Public Library
Jay	Portland	Jay County Public Library
Kosciusko	Milford, North Webster, Pierceton, Warsaw	Milford Public Library, North Webster Public Library, Pierceton & Washington Township Public Library, Warsaw Community Public Library
Lawrence	Bedford	Bedford Public Library
Madison	Anderson	Anderson Public Library
Marion	Indianapolis, Speedway	Indianapolis Public Library, Speedway Public Library
Miami	Peru	Peru Public Library
Monroe	Bloomington	Monroe County Public Library
Morgan**	Mooresville	Mooresville Public Library
Noble	Ligonier	Ligonier Public Library
Orange	French Lick	Melton Public Library
Randolph	Farmland, Ridgeville, Union City, Winchester	Farmland Public Library, Ridgeville Public Library, Union City Public Library, Winchester Community Public Library
Ripley	Batesville, Versailles	Batesville Memorial Public Library, Tyson Library Association Inc.
St. Joseph	South Bend	St. Joe County Public Library
Starke	Knox	Starke County Public Library System
Steuben	Angola, Fremont	Carnegie Public Library of Steuben County, Fremont Public Library
Vanderburgh	Evansville	Evansville-Vanderburgh Public Library
Wabash	Roann	Roann Paw-Paw Township Public Library
Warren	Warren	Warren Public Library
Wells	Bluffton	Wells County Public Library
Whitley	Columbia City, South Whitley	Peabody Public Library, South Whitley Community Public Library

** Residents of the specific listed cities within these counties are not eligible for cards; however, residents of other cities or townships within the county are eligible.

For a full list of libraries participating in reciprocal borrowing arrangements in Indiana, please visit the Indiana State Library's website.

The Bartholomew County Public Library is not a member of the Evergreen consortium.